

Donated Product Policies & Procedures Manual

Please contact your Agency
Services Representative
with any questions
or concerns.



St. Mary's
Food Bank[®]

Donated Program

St. Mary's Food Bank's Donated Program includes product received from individuals and community groups, restaurants, stores, farmers, and manufacturers. For client safety, agency partners participating in this program are subject to the requirements.

All agency partners are eligible to receive donated products, however partners that do not participate in USDA Programs (CSFP/TEFAP) will receive exclusively donated products.

Agencies that receive **only donated** (not CSFP/TEFAP) product, must complete the following records and reports:

Program:	Donated Product
Client Visit Requirements:	SMFB does not have limitations on income, presentation of ID/address, or number of times a client can receive "Donated" products. If an agency establishes limitations, they must be approved by your SMFB Agency Representative and posted for clients to view.
Reporting Information Required:	Number of Households Served Number of Individuals Served
Records Required:	Paper Sign-In Sheets (if distributing un-prepared food) Total Meals Served (if preparing meals)
Reporting Location:	Link2Feed Entry
Reporting Due Date:	Link2Feed Submission due by the 1 st of the following month